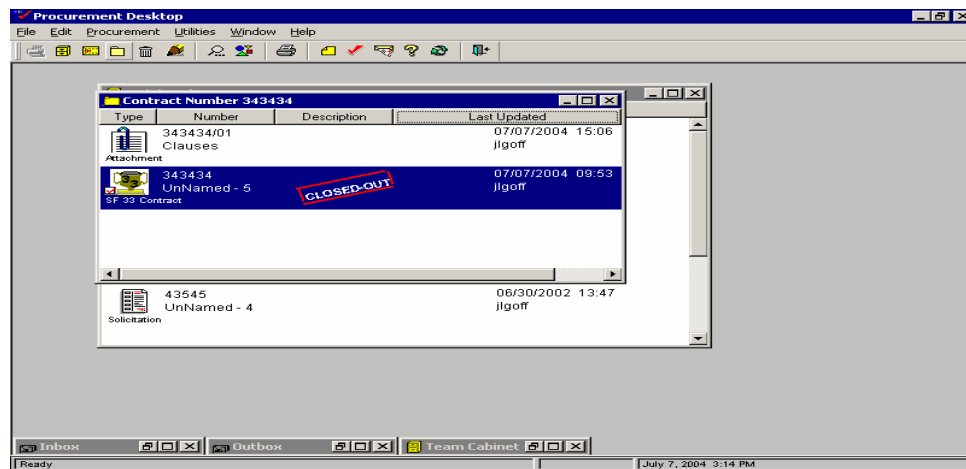


CONTRACT AND AGREEMENT CLOSE-OUT PROCEDURES - INTERIOR DEPARTMENT ELECTRONIC ACQUISITION SYSTEM PROGRAM

The following steps described below must be performed when contracts, simplified purchases, cooperative agreements and grants have been closed-out.

1. Contracts issued by the National Business Center and Oregon State Office. (This section applies to all awards that were issued using Standard Forms (SF) SF-26, SF-33, SF-1442, SF-1449, and SF-252).

- (a) All contracts that have been completed will be closed out in IDEAS by highlighting the award document and selecting the menu Procurement>Post Award>Closeout. See illustration below.



- (b) All documents associated with the award document will be stored in a single folder (e.g., Purchase Requests, Attachments, Announcement, Solicitation, Modifications, Federal Procurement Data System (FPDS)-NG/SF279/SF281 Reports, etc.). The folder will be labeled with the appropriate contract number.
 - (c) Route the folder to the user “BLM, Archive.”
2. Simplified Purchase Awards, Cooperative Agreements and Grants. (This section applies to all awards that were issued using Official Forms (OF) OF-347 and SF-1449 (Solicitation marked”RFQ”)).

- (a) All documents associated with the award document will be stored in a single folder (e.g., Purchase Requests, Attachments, Announcement, Solicitation, Quote Evaluation Sheet, Modifications, FPDS Reports, Statement of Programmatic Involvement/Instrument Selection Determination, Application, Budget forms 1511-1 Assistance Agreements and 1511-2 Request for Application/Modification Assistant and Agreement, of the supporting documentation). The folder will be labeled with the appropriate contract or agreement number.
 - (b) Route the folder to the user “BLM, Archive.”
3. On or after October 1, 2005, all awards that are stored in “BLM, Archive” will be transferred to the FBMS/BW.
 4. Further instructions for preparing your active awards, agreements and grants for conversion to FBMS will be issued in a subsequent Instruction Memorandum as soon as data conversion methods are further defined.